

# Notice of Fuel Surcharge Fee Update

Date: [Insert Date]

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an update to our fuel surcharge fee, effective [Insert Effective Date]. Due to fluctuations in fuel prices, it has become necessary to adjust the surcharge to ensure we can continue to provide you with the highest level of service.

The new fuel surcharge will be calculated as follows:

- Current Surcharge: [Insert Current Surcharge]
- New Surcharge: [Insert New Surcharge]

We appreciate your understanding and support as we make this necessary adjustment. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]